



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

Department of Business Regulation
INSURANCE DIVISION
233 Richmond Street, Suite 233
Providence, RI 02903 – 4233
Telephone No. (401) 222-2223
www.dbr.state.ri.us

FAX No. (401) 222-5475
TDD No. (401) 222-2999

Rhode Island Insurance Producer License Continuing Education Course Submission Guidelines

The following is a list of continuing education course submission guidelines that are used by the Property, Casualty, Life, Accident, Health or Sickness Continuing Education Advisory Board Members for the review of all Courses that are submitted. Providers should review prior to the submission of any Courses to the Rhode Island Insurance Division (“Division”). It should be noted that Rhode Island licensees will not receive Continuing Education credits/hours for a Course during the same two-year license period and Providers should advise that Courses should not be duplicated in the same license renewal cycle. All Courses are approved for two (2) years.

All Rhode Island Continuing Education Providers should first complete the **RI Course Provider Application** and fax or mail to the Division. Once the Division is in receipt of the RI Course Provider Application, the Approved Provider will receive a unique RI Provider number No. that is system generated and may be obtained by visiting the Department website. To obtain a blank **RI Course Provider Application**, you may click here:

http://www.dbr.state.ri.us/pdf_forms/insur/CE-Course%20Provider%20Application.pdf

To view the current list of **RI Approved Continuing Education Course Providers**, please click here:
http://www.dbr.state.ri.us/pdf_forms/insur/Continuing%20Education%20Course%20Providers.pdf

Note: Resident insurance producers are required to complete a minimum of thirty (30) credits in order to renew their two-year license.

Renewal of a Previously Approved Course:

Renewals are not automatic or guaranteed. The committee may at its discretion deny a course that previously received an approval, or reduce or increase the number of approved hours for the new submission. Course materials must be resubmitted with each renewal. Please note the prior approval number on the submission form where indicated.

Online / Correspondence Courses:

Online and correspondence courses will receive up to four (4) credit hours, which will be doubled to a maximum of eight (8) credits if a supervised exam is required. All course exams must be supervised by an individual of authority (i.e. manager or a training rep) or a disinterested third party.

Advertising:

Vendors should not advertise credits prior to receiving course approval, as the Committee will not be bound by that advertising should fewer, or no, credits be awarded.

Course Content:

Vendor-sponsored courses are expected to educate licensees as guided by the content of the Rhode Island Producer Licensing outline, and those offerings aimed at marketing vendor services will not be approved.

Insurance industry-related ethics courses are eligible for credits

No credits will be allowed for the following:

- Rating
- Sales/Marketing
- Claims (*subject to Committee discretion*)
 - Loss remediation courses will not be considered
 - Loss prevention courses will be considered on a case-by-case basis

Instructor Credit:

Any person teaching or lecturing an approved course shall qualify for the same number of credit hours as the attendees.

Course Submission Fee and Application:

Effective July 1, 2004, all Continuing Education Course Providers shall be charged a fee of twenty-five dollars (\$25.00) for each Continuing Education Course that is submitted to the Rhode Island Insurance Division. This fee is nonrefundable and must be attached to each Course submission. If Course submission is received without the specified fee, the Provider will be notified and is required to submit such fee(s). Once payment is received, the information will be reviewed during the next scheduled meeting. This will result in a delay of approval. For more information relating to **Insurance Regulation #103** (Fees for Insurance Producers, Insurance Claim Adjusters, Motor Vehicle Damage Appraisers, Surplus Line Brokers, Title Agents and Continuing Education Course Providers), please visit the Department website at www.dbr.state.ri.us.

The Approved CE Provider is required to include their RI Provider No. on each **Application for RI Approval of Continuing Education Course**. To obtain a blank Application for RI Approval of Continuing Education Course, you may click here: http://www.dbr.state.ri.us/pdf_forms/insur/App_for_Appr_of_CE_Course.pdf

Meetings / Submission & Approval Process:

The Committees meet once a month on a regular basis.

All Continuing Education Course submissions *must* contain **1 copy** of each the following, as applicable:

- Completed Application for RI Approval of Continuing Education Course (CE- Form)
- Course Description
- Course Outline
- Agenda / Schedule
- Learning Materials
- Examination
- Course Submission Fee of \$25.00/ea.

Continuing Education Credit Guidelines

Life Underwriter Training Council

LUTC Life 50

LUTC Health 25

Chartered Life Underwriter

CLU 30

IIA General Insurance program

25

Accredited Advisor in Insurance

AAI 25

Registered Health Underwriter

RHU 30

Chartered Property Casualty Underwriter

CPCU 30

Certified Insurance Counselor

CIC 30

ChFC 30

CFP 30

Submissions must be mailed to:

State of Rhode Island
Department of Business Regulation
Insurance Division
233 Richmond Street, Suite 233
Providence, RI 02903-4233

A separate check should be attached to each Course submission and checks are made payable to:

State of Rhode Island, General Treasurer

The Division, within a reasonable amount of time, will forward notification of determination by the Committee.

Approved courses and credit hours will be posted on the website and any further information should be obtained directly from the approved Course Providers.